



PLANNING BOARD

TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
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Minutes of Meeting
Grafton Planning Board
May 22, 2023

A regular meeting of the Grafton Planning Board was held on May 22, 2023 and conducted via in-person and remote participation, Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chair Justin Wood, Vice-Chair Robert Hassinger, Clerk David Robbins, Members Prabhu Venkataraman and James Davidson and Associate Member Maura McCormack. Staff present was Town Planner Fiona Coughlan and Natalia Alward.

Chair Wood called the meeting to order at 7:00 p.m.

1. PUBLIC INPUT

None.

2. ACTION ITEMS

A. Board Reorganization.

MOTION was made by Mr. Robbins, **SECOND** by Mr. Venkataraman, to nominate and elect Robert Hassinger as Chair. Roll Call Vote: Mr. Robbins, aye; Mr. Davidson, aye; Mr. Hassinger, aye; Mr. Venkataraman, aye; and Mr. Wood, aye. **MOTION** carried unanimously, 5 to 0.

Mr. Hassinger took over the meeting as Chair.

MOTION was made by Mr. Wood, **SECOND** by Mr. Venkataraman, to nominate and elect David Robbins as Vice Chair. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Davidson, aye; Mr. Venkataraman, aye; and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

MOTION was made by Mr. Venkataraman, **SECOND** by Mr. Robbins, to nominate and elect Justin Wood as Clerk. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Davidson, aye; Mr. Venkataraman, aye; and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

MOTION was made by Mr. Wood, **SECOND** by Mr. Robbins, to nominate and elect Robert Hassinger as the representative from the Planning Board and first delegate to the Central MA Regional Planning Commission (CMRPC). Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Davidson, aye; Mr. Venkataraman, aye; and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

MOTION was made by Mr. Wood, **SECOND** by Mr. Robbins, to nominate and elect James Davidson as a second delegate to CMRPC. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Davidson, aye; Mr. Venkataraman, aye; and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

MOTION was made by Mr. Wood, **SECOND** by Mr. Venkataraman, to nominate and elect David Robbins as the Planning Board's representative to the Open Space and Recreation Committee. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Davidson, aye; Mr. Venkataraman, aye; and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

MOTION was made by Mr. Venkataraman, **SECOND** by Mr. Robbins, to nominate and elect Justin Wood as the Planning Board's representative to the Community Preservation Committee. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Davidson, aye; Mr. Venkataraman, aye; and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

MOTION was made by Mr. Robbins, **SECOND** by Mr. Venkataraman, to nominate and elect Robert Hassinger as the Planning Board's representative to the Grafton Center Study Committee. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Davidson, aye; Mr. Venkataraman, aye; and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

MOTION was made by Mr. Robbins, **SECOND** by Mr. Wood, to nominate and elect Prabhu Venkataraman as the Planning Board's representative to the Library Planning and Building Committee. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Davidson, aye; Mr. Venkataraman, aye; and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

MOTION was made by Mr. Robbins, **SECOND** by Mr. Wood, to nominate and elect Prabhu Venkataraman as the Planning Board's representative to the Economic Development Commission. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Davidson, aye; Mr. Venkataraman, aye; and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

MOTION was made by Mr. Wood, **SECOND** by Mr. Robbins, to have the Town Planner sign/endorse payroll and approved ANR plans for the Planning Board. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Davidson, aye; Mr. Venkataraman, aye; and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

B. Approval Under Subdivision Control Not Required Plan (ANR 2023-09)- 62 Wesson Street, Willard House Clock Museum, Inc. (applicant/owner).

This item will be addressed with the 62 Wesson Street Special Permit public hearing (SP 2023-02/SPA).

C. Approval Under Subdivision Control Not Required Plan (ANR 2023-10) – 88 Merriam and 48 Meadowbrook Roads, Norman Chalupka and Carlton Martin, (applicant/owner).

Mr. Chalupka, the applicant, was present. He stated that the purpose of the ANR was a land swap; Parcel A would go to Carlton Martin and Parcel B would go to Norman Chalupka.

MOTION was made by Mr. Wood, **SECOND** by Mr. Robbins, to approve the plan as an Approval Not Required Under Subdivision Control plan. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Davidson, aye; Mr. Venkataraman, aye; and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

D. Determination of Minor Modification (SP 2008-10.2), 200 Westboro Road, T-Mobile/Jeffrey Barbadora, Crown Castle (applicant).

Jeff Barbadora, of Crown Castle, represented T Mobile. He stated that T Mobile equipment was at the 75-foot level on the tower and will be moved to Sprint's location at 95 feet. T-Mobile and Sprint merged; Sprint no longer exists.

MOTION was made by Mr. Robbins, **SECOND** by Mr. Wood, to make the determination that the requested modifications are deemed as a Minor Modification and to have a letter to that effect written to the Town Clerk. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Davidson, aye; Mr. Venkataraman, aye; and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

3. PUBLIC HEARING

- A. Request for Site Plan Approval (SPA 2023-02), 44 Old Upton Road, Silver Spruce Grafton LLC/44 Old Upton Road LLC (applicant/owner).

Clerk Wood read the legal ad.

Stephen Balcewicz, of Land Planning Inc., was present. The request was for parking expansion, providing a handicapped parking space, decommission of the septic system and associated work.

Ms. Coughlan had provided a memo to the Planning Board, dated May 16, 2023. She stated that all questions and issues had been addressed and resolved.

MOTION was made by Mr. Robbins, **SECOND** by Mr. Wood, to close the public hearing and direct Staff to draft a decision. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Venkataraman, aye; Mrs. Hassinger, aye and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

- B. Approval Under Subdivision Control Not Required Plan (ANR 2023-09)- 62 Wesson Street, Willard House Clock Museum, Inc. (applicant/owner), *continued from above*.

Mr. Norman Hill, of Land Planning, Inc., was present, representing the applicant. He stated that the land is on a scenic road, is being divided into 3 lots and a common driveway is being proposed (SP 2020-02/SPA).

- C. Request for Special Permit (SP 2023-02/SPA) and Site Plan Approval, 62 Wesson Street, Willard House Clock Museum, Inc. (applicant/owner). *Continued from April 24, 2023.*

Mr. Wood read the legal notice; it had also been previously read at the opening of the public hearing.

Mr. Norman Hill, of Land Planning, Inc., was present, representing the applicant.

The peer review report from Jeff Walsh, of Graves Engineering, Inc. was received earlier today.

Some of the items discussed were fire hydrants, fire apparatus turnaround, whether the electrical and telecommunications utilities were to be above- or under-ground, and a shared driveway agreement.

Ms. Barnhardt, of 68 Wesson Street, inquired about the terrain in the back and whether there were caves. Mr. Hill replied that there were no caves, that there was just vacant land and a hill behind the house.

The Board requested that Ms. Coughlan reach out to the Fire Department for comments on the items in the peer review report that relate to the Fire Department.

Mr. Hill submitted a written request for public hearing continuance to June 12, 2023.

MOTION was made by Mr. Robbins, **SECOND** by Mr. Wood, to continue the public hearing to June 12, 2023 at 7:30 p.m., as per the submitted written request, so as to be able to include the Fire Department's comments, and to direct Staff to draft a decision. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Venkataraman, aye; Mrs. Hassinger, aye and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

- D. Request for Special Permit (SP 2023-01/SPA) and Site Plan Approval, 18 and 22 Donahue Lane, 18 & 22 Donahue Lane, LLC (applicant/owner). *Continued from April 24, 2023.*

A written public hearing continuance request had been submitted.

MOTION was made by Mr. Wood, **SECOND** by Mr. Robbins, to continue the public hearing to June 12, 2023 at 7:30 p.m., as per the submitted written request.. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Venkataraman, aye; Mrs. Hassinger, aye and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

4. DISCUSSION ITEM

A. 5 Mill Street Park Site, Jane Wyrick, Central MA Regional Planning Commission (CMRPC)

Jane Wyrick, from CMRPC, was present and stated that a community workshop was held earlier this spring, with about a dozen people in attendance. She gave a PowerPoint presentation, requesting feedback from the Board.

Rich Whitney, of 13 Greany Drive, stated that the name of the park was Whitney Park and original granite stones had been removed at some point in time. There was also a gazebo and maypole at one time. He requested that the park maintain its original intent, which was to have a place for families to gather and have music.

The general consensus of the Board members was to choose Concept A, with a blend of several elements from Concept B, plus a low-cost connection to Perry Hill Park.

Ms. Wyrick will, at a future meeting, provide a revised concept plan based on the comments received, as well as provide information on maintenance issues and durability of the outdoor fitness equipment and street art.

B. Scenic Road Bylaw Update

Mr. Robbins stated that the Bylaw Study Committee has undertaken a review of every article of the Town Bylaws.

There was discussion regarding the Planning Board bringing recommendations to the Bylaw Study Committee regarding the Scenic Road bylaw.

4. GENERAL BUSINESS

A. Minutes of Previous Meetings – May 5, 2023

MOTION was made by Mr. Wood, **SECOND** by Mr. Robbins, to accept the minutes of May 5, 2023, as written. Roll Call Vote: Mr. Wood, aye; Mr. Robbins, aye; Mr. Venkataraman, aye; Mrs. Hassinger, aye and Mr. Hassinger, aye. **MOTION** carried unanimously, 5 to 0.

B. Staff Report

Ms. Coughlan stated that a venue was obtained for the Housing Production Plan workshop and that there will be flyers circulated and a townwide mailing sent out, advertising the event. She stated that a housing coordinator is being hired in coordination with CMRPC.

Ms. Coughlan stated that the Master Plan survey is doing well, with over 300 responses, and that the working group is being finalized. There will be a booth at the upcoming farmer's market with CMRPC manning it and the Appletree Arts venue was reserved for June 11th at 6 p.m.

She stated that there will be an MBTA Communities discussion held on Friday.

Staff is working on website updates to get it as current as possible.

The Complete Streets project is being closed out with it being on the agenda before the Select Board tomorrow.

Ms. Coughlan is working on the local planning assistance hours (CMRPC) and trying to revisit the Mill Overlay and use the available hours for that.

Mr. Coughlan stated that she is going to try to push to implement the Hazard Mitigation Plan, as regards District Local Technical Assistance Program (DLTA) funding.

5. ADJOURNMENT

MOTION was made by Mr. Wood, **SECOND** by Mr. Robbins to close this meeting. Roll Call Vote: Mr. Hassinger, aye; Mr. Robbins, aye; Mr. Venkataraman, aye; Mrs. Hassinger, aye and Mr. Wood, aye. **MOTION** carried unanimously 5 to 0. The meeting was adjourned at 9:38 p.m.

These minutes were approved by the Planning Board on: _____